



Park(ing) Day 2020 Information Session

June 17, 2020

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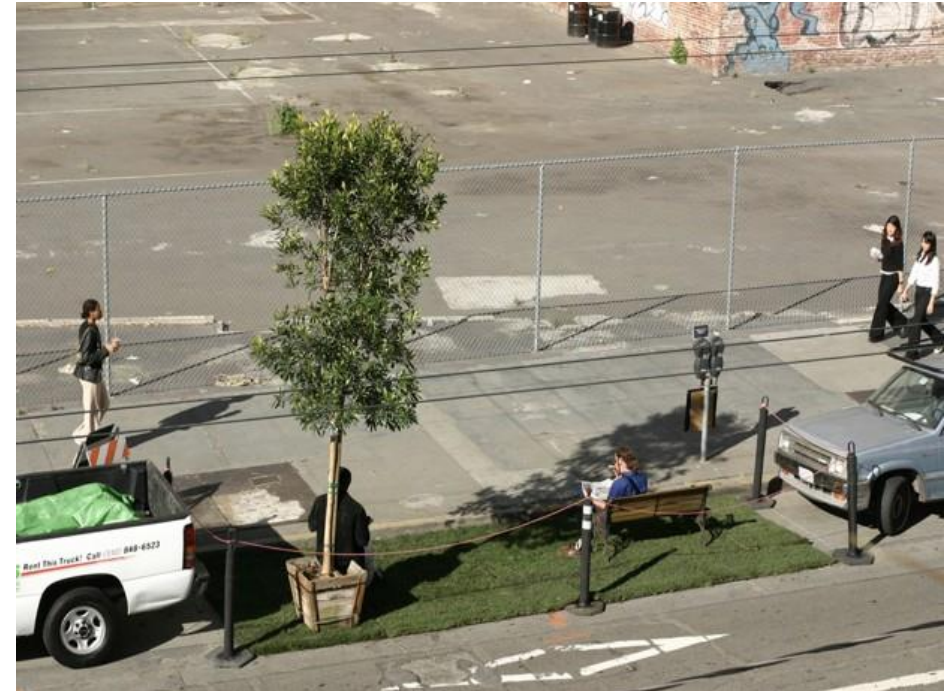
AGENDA

- History of Park(ing) Day
- Event Guidelines
- Park(ing) Day and COVID-19
- TOPS Application Process
- Questions

Park(ing) Day Overview

History of Park(ing) Day

- Annual event held on the **3rd Friday of September** across the US and abroad
- Global experiment in remixing, reclaiming and reprogramming vehicular space for social exchange, recreation and artistic expression
- Although temporary, the image of possibility it offers has lasting effects and helps to shift the way public space is perceived and utilized



District Park(ing) Day 2019

2019 Recap

- 32 pop-up parks across 7 out of 8 wards
- District government agencies, BIDS, Main Street organizations, non-profits, businesses, local colleges/universities, and others!



D.C. parking spots will be turned into temporary mini parks in September

City planners are accepting pitches for pop-up designs

By Andrew Clamborne | Jul 24, 2019, 2:38pm EDT

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D.C. PARK(ing) Day (2013) | The Washington Post/Getty Images

Through August 16, the District Department of Transportation (DDOT) is currently soliciting applications for **PARK(ing) Day 2019**, a yearly event where dozens of metered street parking spaces throughout the city are transformed into pop-up parks. The event is set to take place September 20, between 9 a.m. and 4 p.m., coinciding with similar activities in various cities.



Park(ing) Day highlights the value of green, public space

PUBLIC SPACES By Andrea Adleman (Contributor) September 22, 2015 1

On September 18th, the region celebrated Park(ing) Day with 33 pop-up parklets in DC, plus more in Maryland and Virginia. The annual event showcases alternative, human-friendly uses for urban parking spaces and is a reminder of the value of public land, no matter how small.



Photo by American Public Health Association on Twitter.



Park(ing) Day Event Guidelines

DDOT Park(ing) Day Checklist

Park(ing) Day 2020: September 18th

| | |
|---|--|
| Park Concept | <ul style="list-style-type: none">✓ A description of the location of your park and how it is an “eligible location”✓ A written description of how the space will be used during the event. Include any activities programmed for the space, types of materials that will be used, and provide information on how the site will be enclosed on all sides (not facing the sidewalk).✓ All parks must have a continuous barrier. |
| Site Design | <ul style="list-style-type: none">✓ Proposed address for the park✓ Provide a sketch of your proposed park (including dimensions) and how it will be laid out✓ Include any items or design elements that will be placed on the site and allow for a 2 ft buffer around the external edges✓ The site design should also include the parking space before your park and description of what you are using to meet this requirement |
| Park(ing) Day Release Form | <ul style="list-style-type: none">✓ A signed release form |
| Certificate of Liability Insurance | <ul style="list-style-type: none">✓ Proof of general liability insurance is required, naming the GOVERNMENT OF THE DISTRICT OF COLUMBIA as an additional insured and shall contain a waiver of subrogation. |
| Apply for TOPS Permit | <ul style="list-style-type: none">✓ See TOPS Application Guidelines |
| Email DDOT | <ul style="list-style-type: none">✓ Email Park(ing) Day Coordinator with the TOPS Permit Tracking Number |

Park Concept

Eligible Location Guidelines

Parks must be on a metered street

It should be located on the street-facing side for a single-space meter and on the front display panel of multi-space meters

Spaces should be mid-block

The first and last parking spaces on the block are not eligible unless protected by a curb bump-out.

Streets with time-of-day restrictions are not eligible

Streets that are subject to rush hour restrictions cannot host a park.

Sites adjacent to the DC Streetcar are not eligible

Site will be subject to final approval from DDOT



General Park Activity Guidelines

- No commerce or overt advertising can occur in the park
- Park(ing) Day activities should be confined to the parking space itself
- Park cannot be left unattended
- Keep a copy of your approved permit and site plan on hand during the event
- No prohibited items



Site Design

Park Barrier and Buffer

The barrier can be made from a variety of items

Including but not limited to: potted plants, fences, railings, boxes, pallets, milk crates, traffic cones or poles, straw bales, or other design element.

The barrier must be continuous and cannot have any gaps in it

Barrier objects may be spaced apart, with a 2 ft. maximum space between barrier objects. If barrier objects are spaced apart, they must be linked by rope, bungee cords, chains, tape, or some other similar item.

The barrier should be at least one foot tall and no taller than five feet

Individual barrier elements may be taller than five feet, but they should be used selectively.

As an additional safety feature, parks must also be surrounded by a 2 ft buffer that separates the park from the adjacent travel lane and neighboring parking spaces. This buffer must be clear of all items, including the park's barrier.

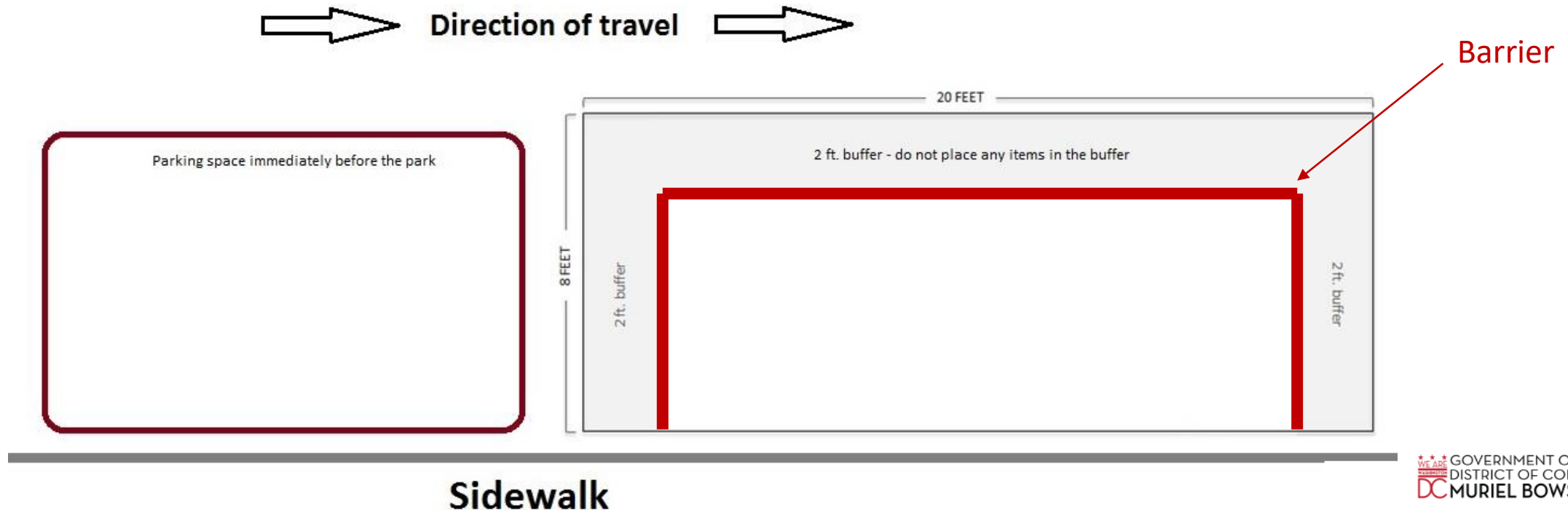
The Parking Space Before Your Park

- This space must be continuously occupied by a parked vehicle or other item, to serve as a safety buffer.
- In addition to a parked vehicle, other items that could be used include a bike rack, large crates, large planters, or a curb bump out.
- You cannot use any item that could reasonably be used as seating or gathering spaces (e.g. chairs, benches, or tables).



Site Design

- Event layout
 - Include any items or design elements that will be placed on the site, including dimensions, including height, of key elements
- Some type of barrier around the edge of the park which creates a sense of enclosure, marks the boundaries of the park, and separates participants from traffic;
- A two-foot park buffer around the external edges that separates the park from the adjacent travel lane and neighboring parking spaces. No objects should be in the buffer, including the park's barrier; and
- The parking space immediately before the park must be continuously occupied by a parked vehicle or other item, to serve as a safety buffer.



Visual Examples

Which Picture Shows a Correct Barrier?



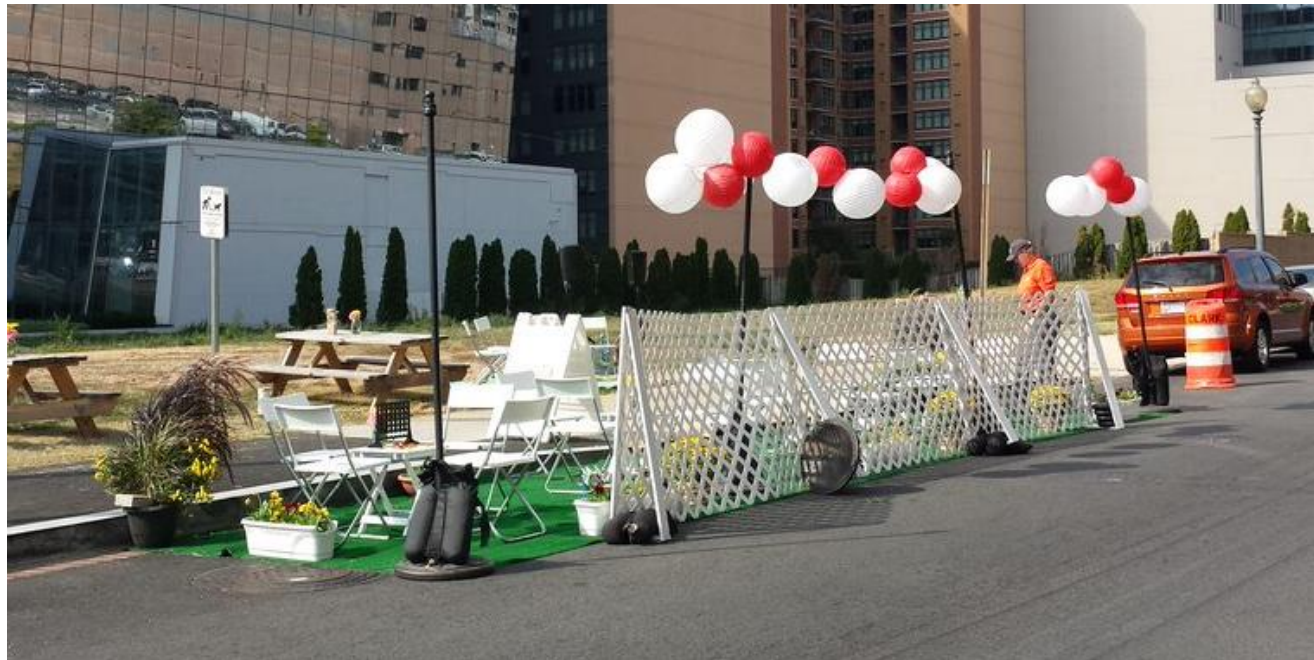
Posts are more than 2' apart
Posts are not linked by a rope or other similar item
Needs a 2' buffer from travel lane



Visual Examples



Visual Examples



Other Required Documents and Next Steps

- Park(ing) Day Release Form
- Certificate of Liability Insurance
- Submit TOPS Application
- Contact DDOT Park(ing) Day Coordinator
 - Provide TOPS Permit Tracking Number



Insurance Requirements

MINIMUM INSURANCE REQUIREMENTS

BASIC COVERAGES

Commercial General Liability:

Per Occurrence: \$500,000

Aggregate: \$1,000,000

Products and Completed Operations: \$500,000

Personal/Advertising Injury: \$500,000

Note:

- 1. Insurance carrier must have an A.M. Best Company rating of A / VIII or higher.*
- 2. If applicable, The Event Organizer shall require all of its vendors to carry the same insurance required herein.*
- 3. All required liability policies shall include the **Government of the District of Columbia** as an **additional insured** and shall contain a **waiver of subrogation**.*

Insurance Requirements – Sample Certificate of Insurance (COI)

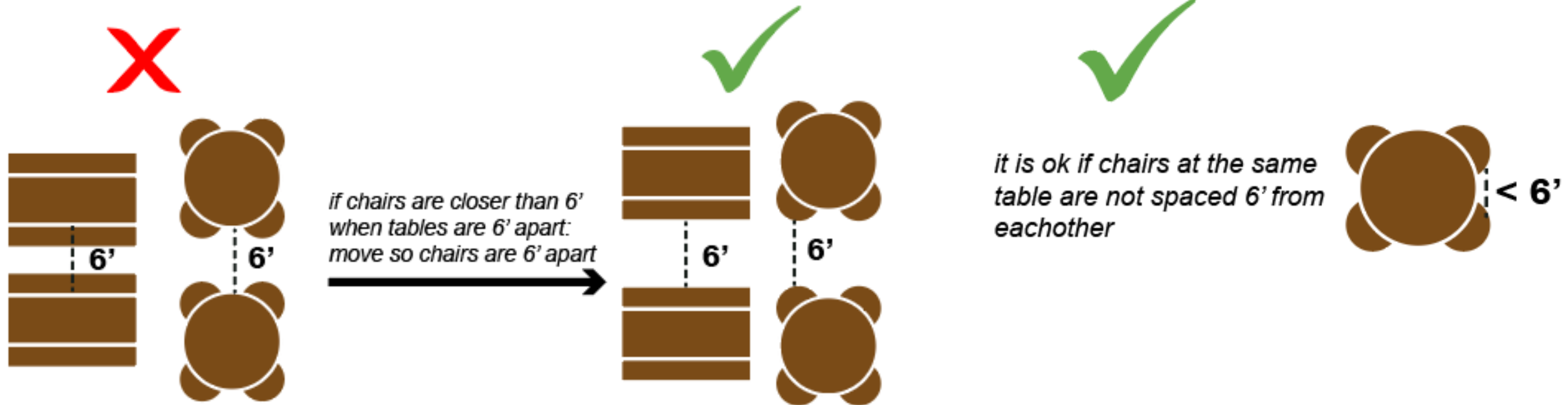
| ACORD TM CERTIFICATE OF LIABILITY INSURANCE | | DATE (MM/DD/YYYY) Month/Date/Year | |
|---|--|--|----------------------|
| <p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).</p> | | | |
| PRODUCER Insurance Agent/Broker Street Address or P.O. Box Insurance Agent/Broker City, State & Zip Code Contact & Phone Number | | CONTACT NAME: Insurance Agent/Broker Contact Name PHONE (A/C, No, Ext): Telephone Number FAX (A/C, No): E-MAIL ADDRESS: Email Address | |
| INSURED Insured Name Insured Street Address or P.O. Box Insured City, State, & Zip Code | | INSURER(S) AFFORDING COVERAGE INSURER A: Name of Insurance Company NAIC # Enter NAIC# INSURER B: INSURER C: INSURER D: INSURER E: INSURER F: | |
| COVERAGES | | CERTIFICATE NUMBER: | |
| REVISION NUMBER: | | | |
| <p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p> | | | |
| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSR WVD | POLICY NUMBER |
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | X X | Enter Policy # |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY | | |
| A | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N/A | |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Government of the District of Columbia Park(ing) Day. The Government of the District of Columbia is included as Additional Insured with respect to the General Liability policy referenced herein. Coverage is on primary and non-contributory basis. Waiver of subrogation applies in favor of The Government of the District of Columbia. | | | |
| CERTIFICATE HOLDER | | CANCELLATION | |
| The Government of the District of Columbia C/O Office of Risk Management 441 4th Street, NW, Suite 800 South Washington, DC 20001 | | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE | |

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Park(ing) Day and COVID-19

COVID-19 Guidelines

- Masks required within the parklet
- Regular disinfection of surfaces
- Physical distancing of at least 6 feet
 - Seating and tables



TOPS Application

TOPS Application- Key Items

Applications are due to TOPS Friday, August 14, 2020

- **Steps 3 to 5. Temporary Occupancy Permit- Other Special Events in Tops**
 - ***DO NOT apply for a Parklet permit, as this triggers a more rigorous review for a structure that is intended to be out for much longer than one day. Choosing the wrong permit type may require you to re-apply and may prevent you from participating in Park(ing) Day***

The screenshot shows a web interface for applying for a Temporary Occupancy Permit. At the top left is a '< Back' button. The main heading is 'Temporary Occupancy Permit'. Below this is a section titled 'Apply for Occupancy Permit' which contains a list of links: 'Apply for Parking Signs/Temporary Occupancy Permits' (highlighted with a red box), 'View/Edit/Pay Occupancy Permit Application', 'Renew a Parking/Occupancy Permit', 'Print Permit and Sign', and 'Meter Removal Request'. To the right of this list is a text box explaining that users can apply for a new permit, pay for it, print it, and sign it, and that permits are for various uses like curbside parking, moving trucks, construction staging, block parties, and parades. At the bottom left is a button labeled 'Other Special Events'.

TOPS Application- Key Items

- **Step 6. Parking Location**

- Enter the closest street address for your park and, when prompted, describe the actual location along the curb (this is very important if your space is managed by a multi-space meter).
- ***Note: If your organization is sponsoring multiple parks, each park needs its own separate application.***

- **Step 7. Select Dates and Hours**

- ***Note: You cannot change the date and location once you move to the next page, so be sure to have 9am – 4pm as the start/end time. If this information is incorrect, you will have to resubmit under a new application.***

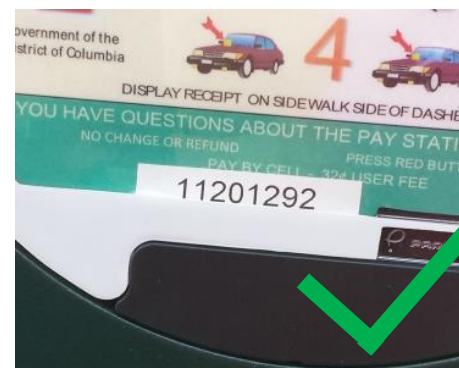
TOPS Application- Key Items

- **Step 9. Select Parking Meters**

- ***Note: You will not reach this page if you did not select a location with a meter. Please restart your application and make sure the address is correct. Parks are ONLY allowed in metered spaces.***
- Select the parking meter ID (and the number of spaces, if applicable). The meter ID is an 8-digit number printed on a white label on the face of the parking meter. It is NOT the five-digit # printed on the green “pay by phone”.



Incorrect: the 5-digit parking zone #.



Correct: the 8-digit meter ID # for both single space and multi-space meters (above).

TOPS Application- Key Items

Select NO for All Radio Button in these Steps

Be sure to select NO for all radio buttons in these steps. Selecting another option will trigger a more rigorous review from other departments/ divisions

- Step 8. Select Equipment
- Step 11. Enter Parking / Occupancy Detail
- Step 12. Restrictions

TOPS Application- Key Items

Step 13. Documents Upload

- Upload **Park Concept, Site Design, Park(ing) Day Release Form, Certificate of Liability Insurance**
- These can be uploaded as separate files, or as a single .pdf. Additional documents such as photos may also be included, but must be in .pdf or .tif format. **Be sure to hit the “Upload Document”** button after selecting each individual file to actually attach it to your permit application
- ***NOTE: You will not be able to submit documents in person. Everything must be uploaded through TOPS.***

Step 15. Permittee/ Owner Information

- Under Permittee/Owner information type **“Park(ing) Day 2020”** for the event name, then provide the necessary contact information.

TOPS Application- Key Items

- **Step 16.** Email DDOT Park(ing) Day Coordinator with Permit Tracking Number
- **Next Steps**
 - Reserved Parking signs and a copy of your approved permit can be picked up from the Permit Center located on the second floor of 1100 4th Street SW. **Be sure to bring proof of payment with your permit tracking number.**
 - ***Remember that Reserved Parking signs must be posted next to your space 24 hours in advance of the event.***
 - ***The occupancy permit allows Applicants to begin occupying the permitted parking space(s) on Friday, September 18, 2020 at 9:00 AM and not before the permitted time. Applicants are required to remove park elements and vacate the parking space(s) by 4:00 PM on Friday, September 18, 2020.***

Questions?



District Department of Transportation